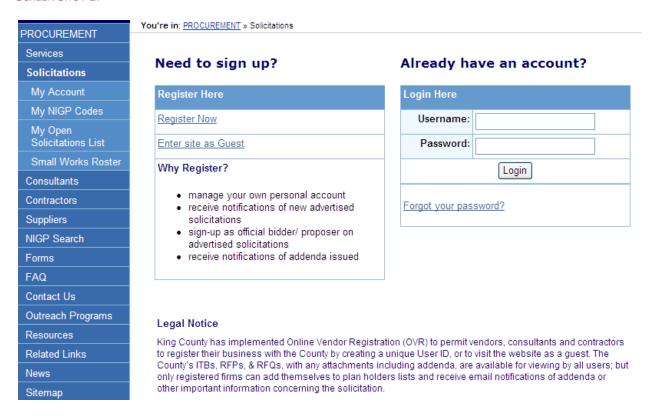
Small Works Roster Registration Guide:

Go to King County's Procurement web site > Solicitations tab > My Account web page at <a href="https://procurement.kingcounty.gov/procurement\_OVR/myaccount.aspx">https://procurement.kingcounty.gov/procurement\_OVR/myaccount.aspx</a>

### **SCREEN SHOT 1:**



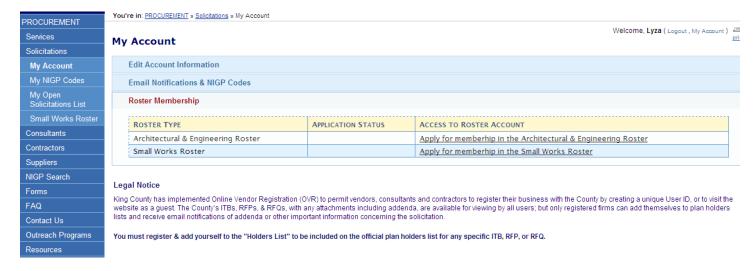
- 1. You have to be a King County OVR (Online Vendor Registration) registered Vendor to participate in the online "Roster Application" system. Click "Register Now" to register.
- 2. If you are a registered vendor, enter your Username and Password.

#### **SCREEN SHOT 2:**



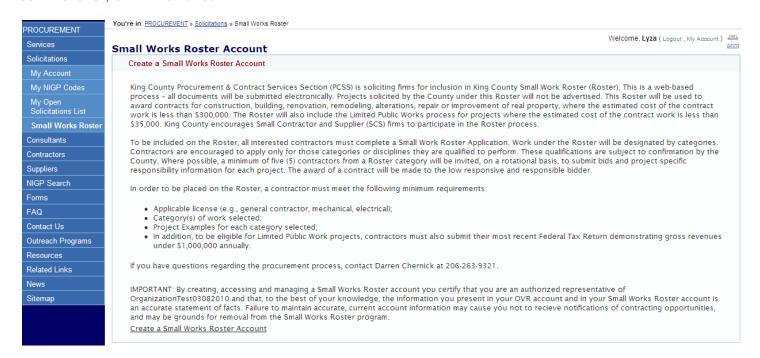
1. Click "Roster Membership" tab, inside of page.

#### **SCREEN SHOT 3A:**



1. Click "Apply for membership in the Small Works Roster" under "Access to Roster Account" column.

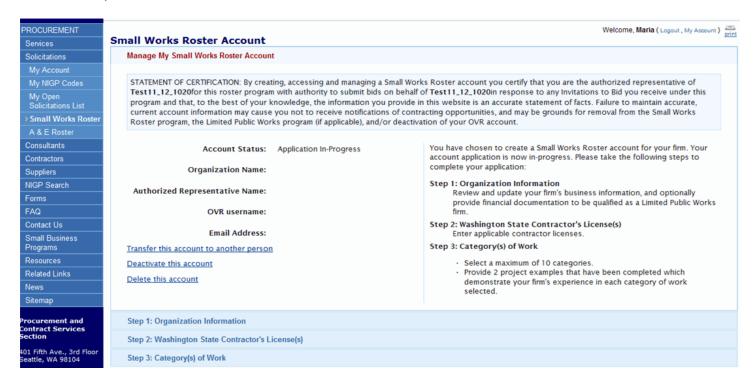
### SCREEN SHOT 3B/ SMALL WORKS ROSTER:



- 1. Read the Statement of Certification/ Disclaimer.
- 2. Click "Create a Small Works Roster Account".

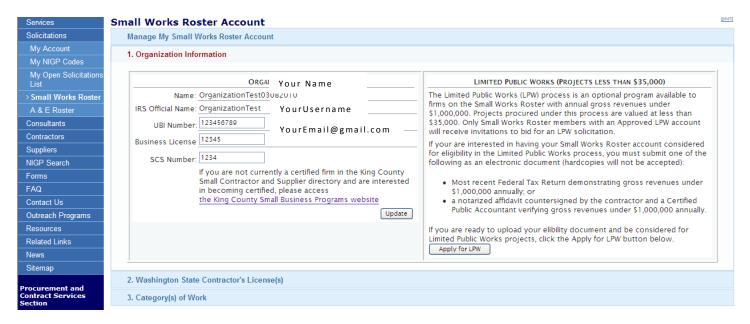
### YOU WILL NOW ENTER INFORMATION TO CREATE YOUR ORGANIZATION'S ROSTER ACCOUNT.

### SCREEN SHOT 4A/ SMALL WORKS ROSTER:



- 1. Read the instruction carefully.
- 2. Go to "Organization Information" tab, inside of page.

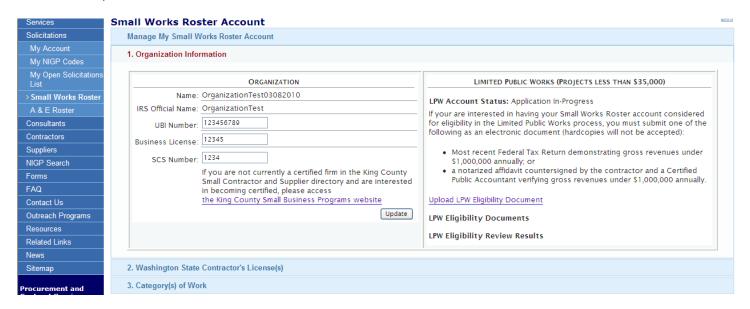
### SCREEN SHOT 5A/SMALL WORKS ROSTER:



- 1. Update your organization information.
- 2. Provide/update UBI Number and SCS Number. (Optional)
- 3. Click "Update" button if you made changes.
- 4. Read information on "Limited Public Works" (LPW).
- 5. Click "Apply for LPW". (Optional)

## LPW SCREEN SHOTS (PARTICIPATION NOT REQUIRED/OPTIONAL.)

# SCREEN SHOT 5B/SMALL WORKS ROSTER:



- 1. Read document requirement to participate in LPW.
- 2. Click "Upload LPW Eligibility document" to upload eligibility document, a Federal Tax Return or a notarized affidavit copy, verifying gross annual revenue of under \$1,000,000.

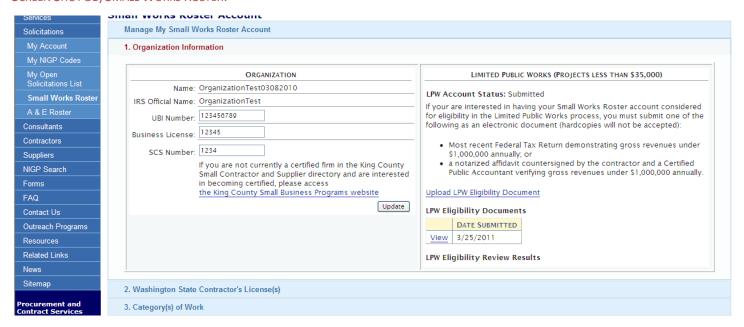
### SCREEN SHOT 5C/SMALL WORKS ROSTER:



- 1. Read information regarding document format.
- 2. Click "Browse" and search for "Eligibility" document in your computer. Click the document title/icon. The path of the document will appear in the data entry box.
- 3. Click "Upload LPW Eligibility document". Your document will be delivered through SSL (https). This keeps your information secure.

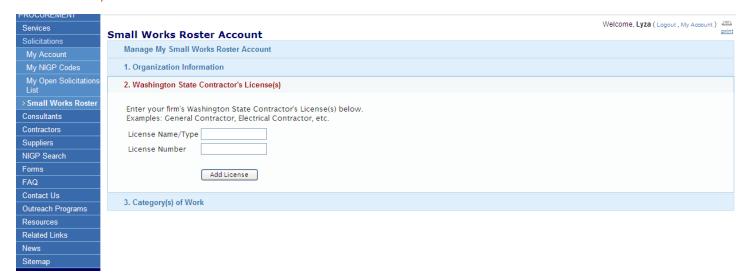
4. Click, "Go back to Small Works Roster Account".

### SCREEN SHOT 5D/SMALL WORKS ROSTER:



- 1. You cannot delete uploaded document/s.
- 2. You can "Upload" new/recent a Federal Tax Return or a notarized affidavit copy to update your application in the future.
- 3. Go to "Washington State Contractor's License(s) tab, inside of page.

## SCREEN SHOT 6A/SMALL WORKS ROSTER:



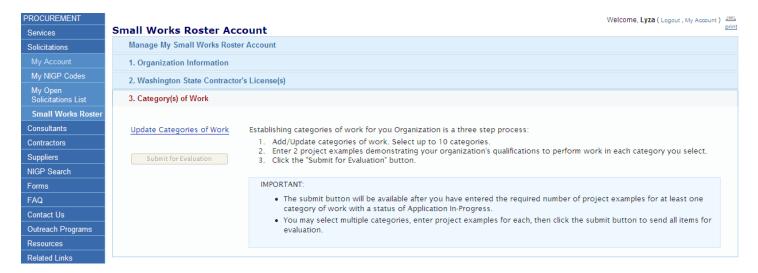
- 1. Enter all of your organization's Washington State Contractor licenses, no limit in number of entries.
- 2. Go to "Category's of Work" tab, inside of page.

## SCREEN SHOT 6B/SMALL WORKS ROSTER:



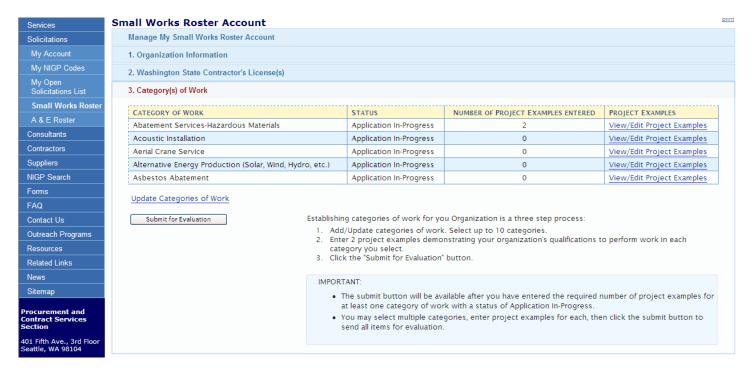
Screen shot of page with data information added.

### SCREEN SHOT 7A/SMALL WORKS ROSTER:



- 1. Read the direction carefully. There are 4 steps to add/update your category(s) of work.
- 2. Click "Update Categories of Work".

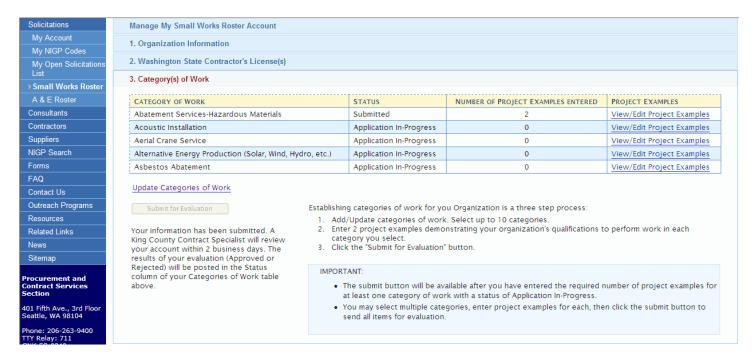
### SCREEN SHOT 7B/SMALL WORKS ROSTER:



Screen shot of page with categories of work added.

1. Do not click the "Submit for Evaluation" button until you have added/updated all the categories of work entries you wish to make for the time being.

## SCREEN SHOT 7C/SMALL WORKS ROSTER:

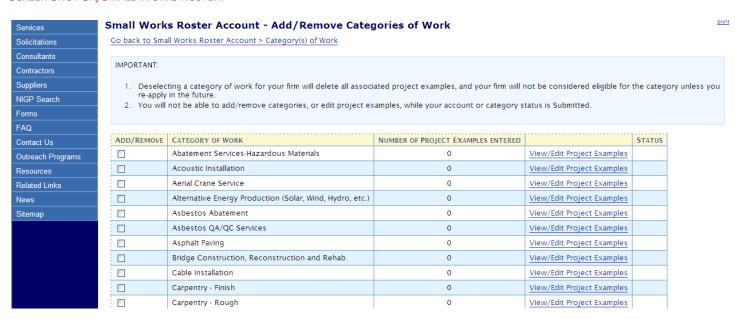


Screen shot of page after roster application/ category(s) of work information have been submitted for evaluation.

# Reference for "Status" of Category(s) of Work:

| Status of Category(s) of Work | Description   |
|-------------------------------|---|
| Application In-Progress       | Roster application has been initiated, but not completed.   |
| Submitted                     | Roster application has been completed and submitted for evaluation. 2 scenarios possible:  - Vendor required document (LPW)/information plus at least one category of work with 2 project examples submitted for approval.  - An approved vendor submits additional category (s) of work with the corresponding 2 project examples. |
| Approved                      | <ul> <li>2 scenarios:         <ul> <li>Vendor is approved for roster program, [URL of roster home page].</li> <li>Vendor is approved for a specific category of work [URL of roster home page].</li> </ul> </li> </ul>  |
| Rejected                      | 2 scenarios:  |
| Deactivated                   | Vendor may be deactivated per action taken by vendor in lieu of termination of employment from organization, or due to obsolete/inactive account.   |

# SCREEN SHOT 8A/SMALL WORKS ROSTER:



Screen shot of page, with no "Category of Work" chosen.

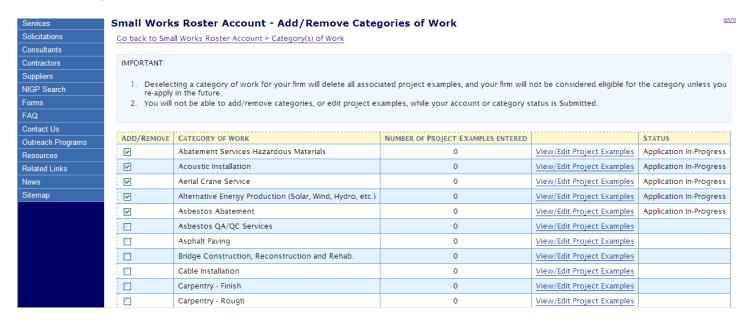
- 1. Read the direction carefully.
- 2. Check/Add "Category of Work". Limit to ten (10) items.

- 3. To add project example to selected Category of work, click "View/Edit Project Examples",

  4th column
- 4. To view a summary of selected "Category of Work" items, click "Go back to Small Works

  Roster Account > Category(s) of Work" at the top/bottom of the page.

## SCREEN SHOT 8B/ SMALL WORKS ROSTER:



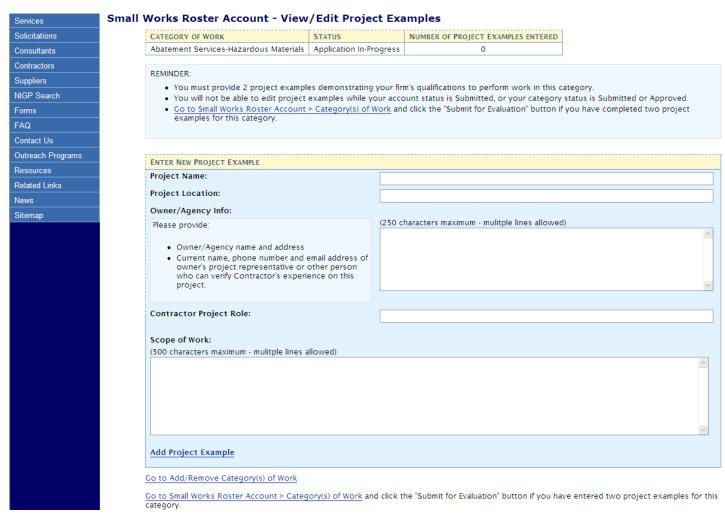
Screen shot of page with categories of work selected.

#### SCREEN SHOT 9A/SMALL WORKS ROSTER:



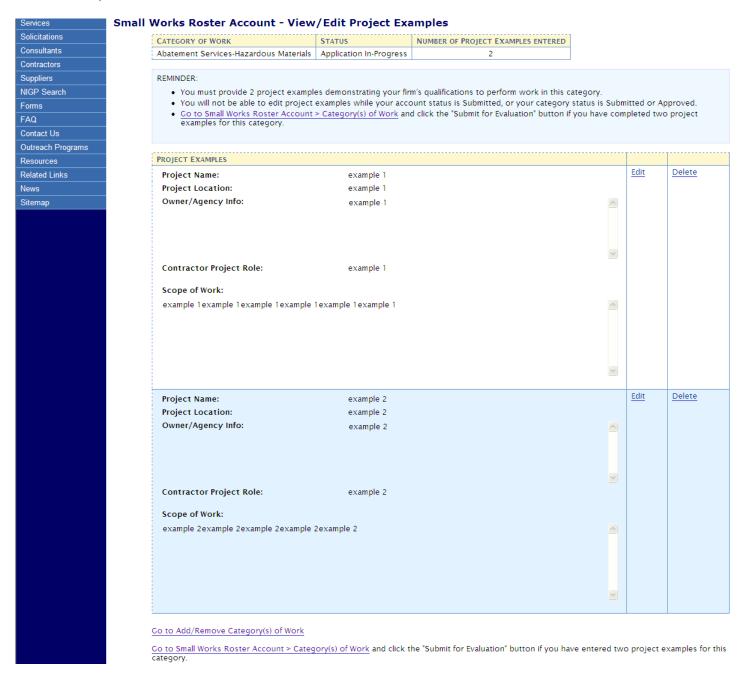
Screen shot of page with no categories of work selected.

## SCREEN SHOT 9B/SMALL WORKS ROSTER:



- 1. Read the direction carefully.
- 2. Click "Add Project Example". Provide two (2) project examples.
- 3. To add or delete a category of work, click "Go to Add/Remove Category(s) of Work".

## SCREEN SHOT 9C/SMALL WORKS ROSTER:



Screen view with a "Category of Work" chosen and two project examples entered.

If you have entered 2 project examples for this category, click "Go to Small Works Roster
 <u>Account > Category(s) of Work</u>" to view a summary list of selected category(s) of work and
 project examples."

2.